



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/7/13

Amber Hooker  
906 W 8<sup>th</sup> St  
Muscatine IA 52761

Dear Amber,

This letter is in regards to the 10/2/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Amber needs to remove garbage, gas cans, tools, etc from back entry area/porch/back entrance that poses hazards for children. Amber needs to move mowers off to the side of the house. Amber needs to check out basement area for hazards to create a tornado safe area. Amber needs to put down a board or barrier in space at top of basement steps.**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Amber needs to place items in bathroom/medicine cabinet labeled "Keep Out Of Reach of Children" in higher inaccessible area for children or in child lock area. Amber needs to place child lock on bathroom sink cabinet or move items from underneath to child inaccessible area. Amber needs to move chemicals on floor next to bathroom sink cabinet.**

☐ 110.5(1)d Medicines are inaccessible to children.

**Amber needs to move items in bathroom to inaccessible area or lock up.**

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

**Amber needs to place safety caps in 1 outlet in bathroom, 1 outlet in kitchen.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Amber needs to take papason chair off tree; fix hole in chain link fence; remove broken wicker chairs in outdoor area.**

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

**Amber needs to pick up some sticks in yard.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Amber needs to update her monthly check form with dates as to when detectors were checked.**

- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Amber needs to show proof of annual exam for Buttercup and Reeses. Amber needs to show shot record for Buttercup and Reeses.**

- ☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Amber needs to show documentation of current physical for herself and proof of immune status for Polio, MMR and dTap for James and herself.**

- ☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

- ☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

**Amber needs to show proof of immune status for Polio, MMR and Dtap for James.**

- ☐ 110.5(2)d An individual file is maintained for each substitute and contains:

- ☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

**Amber needs to show proof of immune status for Polio, MMR and Dtap for James.**

- ☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Amber needs to show proof of current course completion for James.**

- ☐ 110.5(3) Activity Program.

- ☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Amber needs to repair hole in chain link fence for outdoor play area.**

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need date on form for H.C. Need update for C.P.**

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need date on form for H.C. Need update for C.P.**

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need update for C.P.**

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Need for K.N.**

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Need school aged health status for H.C., L.L., P.L.**

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need date on form for H.C. Need update for C.P.**

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need update for M.R. Need for S.T., L.L., P.L., K.N. Need update for C.P.**

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**Need for S.T., L.L., P.L.**

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need update for C.P.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 11/21/13.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **11/21/13**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).